

## **HOUSING COORDINATOR**

### **DISTINGUISHING FEATURES**

The fundamental reason the Housing Coordinator exists is to be responsible for planning, supervising and coordinating the Section 8 Housing programs in the Human Services division of the Community Services Department. This classification is supervisory. Work is performed under general supervision by the Community Assistance Manager.

### **ESSENTIAL FUNCTIONS**

Plans, supervises and reports on the operation of the city's Section 8 Program. Has administrative responsibility for the case management side of the Section 8 program. Implements program and regulation changes. Revises policies and procedures related to program.

Supervises the Housing Quality Standards Inspector, the Occupancy staff and a part-time secretary. Recommends selection of employees to the Community Assistance Manager; conducts regularly scheduled meetings with employees; meets with employees as needed to resolve problems; assists in implementing and monitoring employee relations programs; recommends employees for superior performance bonus awards; recommends and prepares disciplinary actions; develops training plans; writes and discusses employee performance reviews.

Leads weekly staffing sessions to work out client issues, maintain consistency in procedures among staff and sets short and long term goals.

Coordinates with staff assigned to financial management and accounting.

Sets up, maintains and reconciles a variety of client services management systems.

Provides electronic reports to HUD's electronic data management system. Prepares detailed written reports and spreadsheets.

Performs senior level functions of grant program service delivery: client services, case management and contract administration.

Identifies and addresses the needs of clients, citizens and owners. Oversees the transition of client transition.

Prepares leases and documents; works with landlords to assure transitions and timely payments.

Reviews and interprets HUD regulations related to insure compliance with regulations in the administration of rental assistance services.

Represents the City in meetings with HUD and other housing agencies.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Knowledge of:

Program operations and the federal regulations applicable to the administration Section 8 program.

Competency in software applications related to case management and program reporting.

Effective case management and program reporting techniques.

Effective supervisory techniques.

Ability to:

Review and interpret HUD regulations ensure compliance with regulations in the administration of rental assistance services.

Set up, maintain and reconcile a variety of client services management systems.

Lead weekly staffing sessions to work out client issues,

Maintain consistency in procedures among staff and set short and long term goals.

Effectively and efficiently oversee client services, case management and contract administration.

Prepare leases and related documents.

Work with landlord on client transitions and timely payments.

Make mathematical calculations.

Operate a personal computer, Microsoft Office programs and other standard office equipment.

Prepare and maintain a variety of spreadsheets, written reports and related correspondence.

Effectively supervise and communicate with staff; prepare performance reviews and handle various staff issues and training.

Make presentations to various groups.

Commit to teamwork and have a shared commitment to quality in everyday work.

Demonstrate the willingness to assume ownership in completion of assigned tasks.

Establish and maintain effective working relationships with City staff at all levels, including commissions, City Council and the public.

Maintain regular consistent attendance and punctuality.

### **Education & Experience**

Requires a Bachelor's Degree in urban planning, business administration, accounting, social work or a related field

Three years of responsible professional-level experience in a Section 8 housing assistance program.

Prior supervisory experience in a Section 8 Program is highly desirable.

FLSA Status: Exempt

HR Ordinance Status: Unclassified